



POSITION VACANCY ANNOUNCEMENT
City of Seguin
"An Equal Employment Opportunity Employer"

ADMINISTRATIVE TECHNICIAN – (PT) Water Corp. (SSLGC)
#1375 **10/09/15**

Performs general secretarial duties for the Department to include typing correspondence, ordering supplies, and keeping inventory of supplies. Position requires H.S. Diploma or G.E.D. and three years of administrative experience in a related field; have experience with Microsoft Word, Excel, Powerpoint and Publisher. Must be able to use a personal computer, have good oral and written communications skills, have ability to interact well with the general public and be knowledgeable of office practices and the use of common office equipment. Must successfully complete pre-employment drug screen. Starting salary is \$13.67/hour. Applications accepted at the Human Resource Dept., City of Seguin, 205 N. River, Seguin, Texas 78155, 830-401-2473. Deadline for applications will be 5:00 pm on October 16, 2015. www.seguintexas.gov EOE/AA